

CITY OF REDMOND ARTS COMMISSION

MINUTES

March 10, 2005

Old Redmond Schoolhouse Community Center

“Voice the views of the community to Mayor and City Council in reference to all cultural endeavors”

COMMISSIONERS PRESENT: Chairperson Roy Leban, Jill Schmidt, Kay Tarapolsi, Heidi Houghton, Latha Sambamurti, Tom Flynn; youth advocate Julia Marino

ABSENT AND EXCUSED: Vice Chair Yvette Kirby Waters, Phil Teller, Katie Innes

STAFF PRESENT: Melna Skillingstead, Arts Administrator; Sandra Bettencourt, Recreation Program Manager; Pam Maybee, Recording Secretary

GUESTS PRESENT: Danny Hopkins, Parks and Recreation Director; John Davis

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AGENDA

Note: Bold/italic text denotes Staff and Commissioner follow-up resulting from this meeting.

I. CALL TO ORDER

Chairperson Roy Leban called to order the regular meeting of the Redmond Arts Commission (RAC) at 7:10 p.m. at the Old Redmond Schoolhouse Community Center (ORSCC).

Notations: Nicole Rollofson, youth advocate, has submitted her resignation.

II. WELCOME AND INTRODUCE NEW COMMISSIONER

Chair Leban welcomed RAC’s newest Commissioner, Tom Flynn. Flynn gave a brief bio of his background and art interests, which include writing, fine arts, and a scholarly interest in the arts. He also worked with the *Write Out Loud!* children’s writing contest, and was involved in school art programs with his own children.

III. APPROVAL OF MINUTES

The Redmond Arts Commission (RAC) minutes of February 10, 2005 were approved with the following amendments:

- Page 3, V.A., second bullet: Correct to say, “For the record, per Sambamurti’s attendance documentation since 2002, the 2003 Annual Report should be amended to read ‘...attendance decreased to 59.87%.’”
(Note: Sambamurti presented a spreadsheet documenting the Winter Performance Series annual attendance since 2002. The above amended percentage reflects the 2003 documentation. She also pointed out that attendance since 2003 had increased owing to extensive marketing.)
- Page 3, V.C.: In place of the word “no,” add, “They reported only some email discussion had occurred...”
- Page 5, I, first paragraph, last line: Delete the parenthetical statement, “(\$50 plus tax and shipping per manual).”
- Page 6, VI., number 2, last sentence: Add the following: “...support and contribution of \$1,500.”
- Page 6, VI., number 3, first sentence: Add the following: “...support of \$1,500.”

Motion for approval of the RAC minutes of February 10, 2005 as amended by:

Commissioner Schmidt

Second by: Commissioner Tarapolsi

Motion carried: 6-0 unanimous

IV. ADDITIONS TO AGENDA

General RAC Business:

- New Business: Arts Awards Nominations

V. ITEMS FROM THE AUDIENCE

A. Outgoing Commissioner Recognition

Danny Hopkins, Parks and Recreation Director, recognized outgoing Commissioner Jill Schmidt, for her excellent contribution to the Arts Commission and arts in Redmond. Hopkins credited Schmidt as one who “made things happen in the Commission.” He especially thanked her for spearheading the Fire Station 11 plaza art project, involving all three divisions of the Parks Department (Recreation, Planning, and Operations). All Commissioners applauded and honored Schmidt with their appreciation.

VI. GENERAL RAC BUSINESS

A. Chair/Vice Chair

1. Leban thanked Commissioners Phil Teller and Kay Tarapolsi for their past contributions as Chair and Vice Chair, respectively.
2. To prevent cross-talk at meetings: *Commissioners agreed to omit mandatory standing (unless they wished); rather, they opted for a less restrictive mode of speaking, e.g., hand-raising or tossing a ball to recognize the person. Commissioners also agreed to omit the meeting themes.*
3. Monthly agendas: Minor corrections may be added to the agenda before printing. Bigger items can be added to the end of the agenda, as time allows. *Staff will remove spaces and print double sided.*
4. An extended agenda will evolve into a 12-month long agenda, extending into years that reflect similar items.

B. Second Monthly Working Meeting Discussion

Houghton, Tarapolsi, and Leban met to discuss dividing the RAC meeting into two meetings per month. The following are details surrounding the recommendation:

- There is a need to evolve from the Commission to “arts in Redmond.”
- One meeting would be projects-oriented (a working meeting); no voting would take place at the meeting.
- The second Thursday of the month meeting would be the official meeting for action items that require voting and general RAC related items, including presentations by organizations and the public.
- A second working meeting would give more time and involvement to projects.
- The current Performing Arts, Visual Arts, and Arts Education and other Committees would become one meeting (replacing the individual committee meetings).
- More ideas generate input from all Commissioners into all programs.
- Easier for staff to work two nights per month versus the two to six committee meeting nights currently worked.
- A trial period for six months was proposed.

A sample agenda was presented. Additional recommendations:

- Project heads would send out ahead of time what would need to be discussed.
- Commissioners would take their own minutes.
- Committees would be eliminated with this new second meeting.
- Any committee members from previous committees could come to these meetings.
- Project Chairs would become Project Managers/Leads.

Bettencourt noted that if a quorum is present it is a public meeting with minutes, which could be loosely written. Voting would occur at the general official meeting.

Commissioners looked at tonight's agenda to see what could be deferred to a second meeting. A discussion of pros and cons ensued:

- Committee meetings seem more flexible to schedule around Commissioners' availability. (Flynn)
- It is useful for all Commissioners to be at the working meeting as part of the discussion. (Schmidt)
- Commissioners would volunteer to help the Project Lead track the project (using the template to help track).
- Too many people, however, could bog down programs. (Davis)
- A second meeting would prevent the need to give background information and repeat things at the official meeting. (Schmidt)
- People would be in the know and help the projects run smoother; people would feel more informed and involved. (Marino)
- New Commissioners would get up to speed much quicker on every issue. (Schmidt)

As the second meeting would be mandatory, Bettencourt asked Commissioners to put their suggestion into a formal recommendation, since it would change how the Commission is run, and since they are mandated to report even a pilot program.

Motion for approval to hold a second RAC monthly meeting for a six-month pilot period by: Commissioner Tarapolsi

Second by: Commissioner Schmidt

Motion for approval to table the motion until the next meeting by:

Commissioner Sambamurti

Second by: Commissioner Flynn

Discussion: Bettencourt recommended a written proposal, since the second meeting would impact other Commissioners and staff (their time and resources). The program proposal should outline the date, protocol, who takes minutes, etc., so staff can allocate time, etc. *Leban and Houghton will write up the proposal (excluding a date).*

Motion carried: 5-1 (Tarapolsi, nay)

Commissioner consensus: *Committee meetings would not be required this month.*

C. Volunteer Arts Awards Nominations

Schmidt nominated Una McAlinden and Cara Byrne (separately) for their contributions to arts education. She will bring a document outlining details of their work. Tarapolsi nominated Richard Ruiz for work with the ROS postcard and brochure design. Skillingstead clarified that nominations are due by the last Friday in April. Discussion and voting would occur in the May RAC meeting.

D. Staff Reports

1. Next Televised RAC Meeting

Confirmed date: June 9, 2005.

2. 4Culture Funding Update

The additional money received for the Sustained Support Grant would be used for cleaning the Dudley Carter Three Panel Abstraction artwork.

3. Budget

Staff will regularly bring the budget to meetings, highlighting changes from the previous month.

VII. PERFORMING/LITERARY ARTS

A. Project Status

1. Winter Performance Series Final Report

Sambamurti gave a summary of the 2005 series:

- High quality artists
- Excellent attendance
- Enthusiastic response and appreciation from the audience
- High excellence of marketing strategy
- Good support from community sponsors
- A fiscally responsible balance sheet

A spreadsheet of statistics was distributed and reviewed. Sambamurti delivered a “thank you package” to the community sponsors. She gave a summary of the audience’s survey feedback, noting the series was the most successful in recent years. Diverse shows reached diverse sections of the community. Consistency paid off; simplicity brought success.

Sambamurti is preparing a detailed document of an analysis and a proposal to take the series to the next level. *She will submit the document in 2005 as a basis for detailed discussion.*

2. Site Specific Performance – KCPN Artist Preview

Sambamurti reported she had contacted the four artists for the site-specific performances in Redmond. Video samples of the artists' performances were played for Commissioners, *who were then asked to prioritize their preferences and return them to Sambamurti. Commissioners agreed to add an advertising disclaimer for shows geared to more adult audiences.*

Staff gave more details of the 4Culture site-specific program:

- RAC would be helping 4Culture do their program, i.e., bring their shows into the suburbs.
- Dates are September and October.
- 4Culture would do most of the publicity.
- RAC would coordinate the sites and postings to the public.
- RAC would decide to do one, two or none.

3. FOCUS Articles – ArtQuest due at April 14 meeting

Articles are due by April 14.

4. Write Out Loud Status

Postponed

B. Funding: Tourism Funding for Arts in the Parks

A new proposal for funding will be decided on by City Council. *Sambamurti will update RAC as to know how to apply.*

C. Marketing: Arts in the Parks

An ad for Arts in the Parks 2005 was developed for the *Redmond Recreation Guide*. Microsoft funding is yet to be determined venues, etc. need to be confirmed; ads in *FOCUS* and news papers will reflect Microsoft shows once conformation has been received.

D. New Business

None

E. Staff Reports

- Skillingstead reported that a *Write Out Loud!* Memo of Understanding would go out tomorrow or early next week.

VIII. VISUAL ARTS

A. Project Status

1. ROS Curator

Skillingstead reported that one curator has been interviewed for the ROS exhibit; another will be interviewed next Tuesday. The Green Fluorescent Protein sculpture will be leaving the exhibit on April 30 and Butterfly Morph in June; most other outdoor sculptures will be remaining until September instead of June.

2. Andrew Carson Artwork Recommendation

Tarapolsi talked with Andrew Carson, who will view the Idylwood Park street location to consider as placement for his artwork. ***Tarapolsi will contact him for his feedback.***

B. Marketing

None

C. New Business

None

D. Staff Reports

1. Grass Lawn Park Art Dedication Status

Skillingstead reported the postcard for the Grass Lawn Art Dedication is being made. The Mayor is scheduled to come to the ceremony, which will occur May 14, 11:00 a.m. at Grass Lawn Park. ***A Commissioner will attend the City Council meeting the third week of April to announce and invite them to the dedication.***

E. Emailed Visual Arts Committee Meeting Report – January 2005

Meeting Date: January 31, 2005
Attendees: Melna Skillingstead, Julia Marino, Katie Innes, Jan Sherwood, Phil Teller, Heidi Houghton, Jill Schmidt, Kay Tarapolsi, Roy Leban, a Sammamish Arts Commissioner
Minutes by: Roy Leban

ONGOING BUSINESS

- A. Perrigo Park final report – Leban
 - No update – Leban will finish this up for the annual report.
- B. *Dove Lady* follow-up and “last words” – Skillingstead
 - Skillingstead contacted Donna Miner and told her we could not buy *Dove Lady*. Skillingstead will return the appraisal.

- It was the clear opinion of the VAC that it would be a good thing if we could help the piece remain in Redmond.
 - Skillingstead will call Ms. Minor to see if it is okay if we try and get some publicity about the availability of the piece.
 - If it is okay with Ms. Minor, Tarapolsi will contact the *Redmond Reporter* and Teller will contact the *King County Journal* and tell them about the piece and history, etc. Maybe they will write articles.
 - In any event, Houghton will contact Miguel Llanos of Friends of the Library to let him know about the piece.
- C. Heritage Art Contest – Tarapolsi
- The information was reviewed and is about to go out.
- D. Photograph organization – Houghton
- The photos are now sorted, but additional organization has to be done.
- E. Catalog conversion to database – Leban
- Leban is still working on it.
 - Skillingstead will send an updated copy of the spreadsheet.

OLD BUSINESS

- A. New ORSCC gallery submission standards – Leban
- Leban to send out; Skillingstead to post.
- B. ORSCC Gallery new name – Teller
- Teller to send Skillingstead a short write-up.
 - Skillingstead to send out and also post at ORSCC.
- C. Write-up for additional committee members:
- Went into *FOCUS* already.
- D. Andrew Carson artwork
- Skillingstead will check into whether any 1% funds will be available.
 - Leban will contact Andrew Carson (since deferred).

NEW BUSINESS

- A. Name of Grass Lawn Park piece (currently “Field of Dream”)
- Name is “The First Pitch”
- B. City Hall Artwork & Gallery – Houghton & Skillingstead
- Idea: Have an open house for City department representatives to gather input; have this open house when all the artwork is at ORSCC during the move from old to new City Hall.
 - Idea: Leban to contact Ted Pankowski of EAFA to see what he thinks of the idea of curating exhibits at the City Hall.
- C. Julia Marino’s ideas
- Marino will follow up on the Teen Art Column and provide more information on the Student art show idea.

F. Emailed Visual Arts Committee Meeting Report – February 2005

Meeting Date: February 28th, 2005

Attendees: Melna Skillingstead, Heidi Houghton, Roy Leban

Minutes by: Roy Leban

ONGOING BUSINESS

- A. *Dove Lady*
 - Issue now closed – we will not contact newspapers unless the owner comes back to us with a request.
- B. Heritage Art Contest
 - Mailing has now gone out.
- C. ROS – update
 - Two candidates will be interviewed: first is 3/1; second is after 3/10.

OLD BUSINESS

- A. ORSCC Gallery new name
 - Skillingstead will create a write-up and send it out for review; target will be the June *FOCUS*, and send out to *Redmond Reporter* (etc.) at the same time (sometime in May).
- B. Artwork acquisition (Andrew Carson piece)
 - Skillingstead looked into the 1% for Art for the Idylwood work and it looks like there will be \$1,700 available in 2005; there may (or may not) be a little more in 2006. Skillingstead will check if there is any money left over from the previous work at Idylwood (watershed work, restrooms).
 - It was decided that Tarapolsi will contact Andrew Carson.
- C. City Hall Gallery ideas
 - Leban is still working on this.
- D. Teen Art Column – Marino
 - No update
- E. City Hall High School Art Show – Marino
 - No update

NEW BUSINESS

- A. Green Fluorescent Protein
 - It was agreed that the artist can remove GFP early – Skillingstead will contact artist and arrange things.
- B. City Hall Opening Celebrations – Houghton
 - Exclusivity of artwork.
 - March 1st Council meeting.
 - Public Works Department and 4Culture are giving the report to the City Council on the City Hall and Parking Garage art projects at the March 1st Council meeting. Also, Commissioner Tom Flynn will be sworn in; it is preferred to have a current Commissioner in attendance.
- C. Artwork Maintenance
 - Skillingstead is still looking into this issue, i.e., whether maintenance for big public art must come out of the RAC budget.

IX. ARTS EDUCATION/GRANTS

A. Project Status

1. ArtsTime Presentation/Art Lesson Books

Schmidt and Houghton will attend the ArtsTime event tomorrow (3/11/05), with Schmidt presenting a lesson from the curriculum book. She is hoping to meet with Northshore School District personnel who might be interested in the lesson books. All participants will get a packet with materials. Schmidt has also spoken with other cities, e.g., Issaquah and Sammamish, who may be interested in the Arts Ed curriculum materials.

Leban reported that Una McAlinden has finished editing the K-2 curriculum book. Leban has formatted page numbers, etc., and it now exists as a PDF file. Una is working on the Grade 3-6 book edits. Leban will merge and format page numbers of that book, also.

Schmidt noted that the updated books will be for sale at ArtsTime. She asked Commissioners if RAC should have a web site to support the books. She noted that McAlinden has already written the web site material, and has volunteered to do much of the work for RAC. Leban recommended registering a domain name to temporarily redirect it to the Lake Washington School District site. Once the name is registered, then it can be put into the books. Later, it would be possible to redirect it to the Redmond.gov site.

Motion for approval to set up piece-by-piece connections to a web site with a domain name, to initially link to LWSD web site by: Commissioner Schmidt

Second by: Commissioner Tarapolsi

Motion carried: 6-0 unanimous

Commissioners agreed upon an undisclosed web site name. Bettencourt stated, as a point of order, it must be approved by the City. ***Leban will meet with Skillingstead on March 11 to facilitate this.***

B. Funding

None

C. New Business

1. Approve Letter to Editor for Arts Ed Article

Schmidt has written a letter in response to a *Redmond Reporter* article reporting incorrect information regarding arts education in Redmond. She

corrected that RAC developed the arts lessons, not LWSD, which is what the *Reporter* stated.

Motion for approval of the letter written by Schmidt, reviewed by all, and sent to *Redmond Reporter* on official letterhead by: Commissioner

Tarapolsi

Second by: Commissioner Houghton

Motion carried: 6-0 unanimous

Skillingstead will send the letter to Redmond Reporter.

D. Youth Advocate Report

Marino has contacted *Jitters* and *Jersey's*, businesses in Redmond, regarding an art gallery display. She will meet with them both next week.

E. Staff Reports

None

X. GENERAL NEW BUSINESS

A. Arts in the Parks Discussion (smarter and leaner)

Sambamurti will send a report.

B. Handbook Update – Houghton

Houghton and Schmidt have been working on the RAC handbook. They expressed two major concerns: (1) board governances, and (2) the role of Commissioners and staff. Further elaboration on these concerns:

- RAC's job is to review the roles and governances. This should be done over the next two years.
- Houghton will provide information to RAC as a whole.
- Many items in the handbook are unclear; the outcome of the roles and governances will clarify the handbook's major issues as well.
- Past Commissioners, clients (e.g., SecondStory), Danny Hopkins, City Council, and the Mayor will be involved when reviewing the roles and governances.
- *Houghton will bring a proposal next month of the kind of work that needs to be done.*

Skillingstead reported that Hopkins and Tom Trueblood, Parks and Recreation Manager, will be coming to the April RAC meeting to talk about concerns and issues of the Commission. Bettencourt emphasized that the Commission's ideas would be better supported if Hopkins and Trueblood were involved from the beginning.

C. Farewell to Commissioner Jill Schmidt

Commissioner Schmidt was recognized and honored with a certificate of appreciation and a farewell celebration, thanking her for many years of service and dedication to the Arts Commission.

XI. MOTION TO ADJOURN

Motion to adjourn by: Commissioner Schmidt

Second by: Commissioner Tarapolsi

Motion carried: 6-0 unanimous

The meeting adjourned at 9:25 p.m.

Minutes prepared by Recording Secretary, Pam Maybee

NEXT REDMOND ARTS COMMISSION MEETING:

April 14, 2005

Old Redmond School House Community Center

7:00 p.m.

REDMOND ARTS COMMISSION

Meeting: March 10, 2005

Audience Present

Please note: Information provided at this public meeting becomes part of the City's permanent record.

NAME	ADDRESS	PHONE
John Davis	17325 NE 85 th Pl, #L223 Redmond, 98052	425-883-0044